



The City of Rochester welcomes you as an applicant. It is the policy of the City of Rochester to provide equal opportunity to all employees and applicants. The City of Rochester is an Equal Opportunity Employer. As a result, all applicants are considered, all advancements are made and all facilities used by all employees are available without regard to age, race, color, creed, religion, national origin, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission. The City of Rochester believes in and follows the principle of nondiscrimination in employment and intends to comply with all federal and state laws.

Upon request, accommodations will be provided to applicants in accordance with American with Disabilities Act (ADA). Please call 507-328-2555.

EMPLOYMENT APPLICATION

GENERAL INSTRUCTIONS FOR COMPLETING APPLICATION

1. Read the job announcement carefully to be sure that you meet all requirements.
2. Fill out a separate application form for each position you are applying for, unless otherwise directed by the job announcement. Be sure to read the application form carefully and completely and sign your name in the appropriate places.
3. Be specific and complete when filling out the "Employment History" section. Applications that are incomplete may lose credit or be completely removed from further consideration. If additional space is needed to complete your employment history, extra sheets are available from the City of Rochester Human Resources Department.
4. Applications are accepted only for the job posted and must be postmarked by the closing date.
5. Please print clearly with ink or type.

1 TYPE OF APPLICATION

_____ Open Competitive

_____ Promotional

2 TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they relate to the private information collected from you. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Rochester. Private data is information which is available to you, but not to the public. The personal information we collect about you is private. All data collected is considered private except for the following:

1. Your veteran's status
2. Relevant test scores
3. Your rank on our eligibility list
4. Your job history
5. Your education and training
6. Your work availability

Initially, your name is considered private information. However, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such purposes as may be determined to be necessary in the administration of policies, rules and regulations of the City of Rochester. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information may mean that your application for employment may not be considered.

Private data is available only to you, to appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age and disability data, the information you give us about yourself is needed to identify you and to assist the City of Rochester Human Resources Department in determining your suitability for the position for which you are applying. Race, sex, age and disability data are used in summary form by the City to monitor protected class employment and to meet federal, state and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Government Data Practices Act.

APPLICANT SIGNATURE

3

PERSONAL INFORMATION

POSITION APPLYING FOR

SALARY EXPECTED

Last Name First Middle

Address

City State Zip

Home Phone () Bus. Phone () Email

4

EDUCATION

If specific education or training is required for the position you are applying for, you **must** include your transcript(s) (an original or photocopy) with this application form.

Educational Institution	Name and Address of Institution	Course of Study (Major/Minor)	Circle Last Year Completed				Did you Graduate?	Diploma or Degree Awarded?
			1	2	3	4		
High School			1	2	3	4		
College			1	2	3	4		
College			1	2	3	4		
Other (specify)			6 mos	9 mos	1 yr	2 yrs		

5

DRIVER'S LICENSE (Please be complete)

Driver's License # License Class (A, B, C, or D):

State License Issued: Expiration Date:

6

OTHER LICENSES

Please list any other licenses, registrations or certifications that are required or pertinent to the position you are applying for. If this licensing, etc. is required for the position, and you fail to include a photocopy of it with your application form, your application may be removed from further consideration for the position. If this licensing is not required for the position, but you feel it is relevant, you may include a photocopy of the licensing document with your application.

License or Certificate	Licensing Agency	Expiration Date	License Number

EMPLOYMENT HISTORY INSTRUCTIONS

The City of Rochester uses a 100-point rating system to assign value to education and experience that relate most closely to the duties and responsibilities of the position being ranked. The experience and education you document on this application form may be used as the primary source of information for determining your competitive score using the experience and education value system developed for the position for which you are applying. Applicants with the highest number of total ranking points will be interviewed for the position.

In order to receive accurate credit for the knowledge and skills you have acquired, it is absolutely necessary that you are specific when describing these credentials. When completing this application form, **do not use a single general statement to describe the duties you have performed.** List each major duty performed for each position held within the past five years. When describing your experience, list each job responsibility separately and be specific. **Never** describe your job duties with a single statement such as "performed general clerical work" or "operated heavy equipment."

Please be very specific in stating the dates of employment and whether it was full-time or part-time employment for each job experience you are documenting. Without this information we will be unable to accurately rate your experience.

In the process of rating individuals for a position, the City of Rochester only ranks job experiences acquired within the last five years. When completing the "Length of Employment" sections of this application form use the "**Current Experience**" box for all job experiences that occurred **within the past 5 yrs.** Experiences beyond the last five years need only be included if you are using these experiences to demonstrate that you meet the minimum requirements for a job. Use the "**Previous Experience**" box if you need to include **experiences greater than 5 yrs.** ago to document that you meet the minimum requirements for a job. Internships, volunteer or other unpaid experiences should all be included in the "**Employment History**" section of the application form.

Please provide accurate and complete employment information. List your present or most recent experience first. Additional employment history sheets are available in the Human Resources Department if you need extra space to list your job experiences.

DO NOT MARK YOUR APPLICATION "PLEASE SEE RESUME"

PRESENT EMPLOYER

Employer: _____

Address: _____

Business Phone: () _____

Fax: () _____

Email: _____

Supervisor's name & title: _____

Your title: _____

Number and types of positions you supervised: _____

Reason for leaving: _____

Principal responsibilities (be complete): _____

Length of Employment:

CURRENT EXPERIENCE (Within last 5 yrs.)

Complete the boxed-in area below only if an experience was completed within the last five years or for that portion of the experience that was within the last 5 yrs.

From: _____ (month & year)	To: _____ (month & year)	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
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PREVIOUS EXPERIENCE (Greater than 5 yrs. ago)

Complete the shaded area below only if you have not documented sufficient experience within the last 5 yrs. to meet the minimum requirements for the job you are applying for. You only need to provide the City of Rochester with enough employment history (beyond the last 5 yrs.) to show that you do meet the minimum requirements for this position.

Please indicate the # of years & months <u>only</u> (Do not give specific dates)		FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
_____ Years	_____ Months	

May we contact this employer regarding your work record? ☐ Yes ☐ No

PREVIOUS HISTORY (continued)

PREVIOUS EMPLOYER _____

Employer: _____

Address: _____

Business Phone: () _____

Fax: () _____

Email: _____

Supervisor's name & title: _____

Your title: _____

Number and types of positions you supervised: _____

Reason for leaving: _____

Principal responsibilities (be complete): _____

May we contact this employer regarding your work record? ☐ Yes ☐ No

PREVIOUS EMPLOYER _____

Employer: _____

Address: _____

Business Phone: () _____

Fax: () _____

Email: _____

Supervisor's name & title: _____

Your title: _____

Number and types of positions you supervised: _____

Reason for leaving: _____

Principal responsibilities (be complete): _____

May we contact this employer regarding your work record? ☐ Yes ☐ No

Length of Employment:

CURRENT EXPERIENCE (Within last 5 yrs.)

Complete the boxed-in area below only if an experience was completed within the last five years or for that portion of the experience that was within the last 5 yrs.

From: _____ (month & year)	To: _____ (month & year)	FULL TIME <input type="checkbox"/>
		PART TIME <input type="checkbox"/>

PREVIOUS EXPERIENCE (Greater than 5 yrs. ago)

Complete the shaded area below only if you have not documented sufficient experience within the last 5 yrs. to meet the minimum requirements for the job you are applying for. You only need to provide the City of Rochester with enough employment history (beyond the last 5 yrs.) to show that you do meet the minimum requirements for this position.

Please indicate the # of years & months <u>only</u> (Do not give specific dates)		FULL TIME <input type="checkbox"/>
_____	_____	PART TIME <input type="checkbox"/>
Years	Months	

Length of Employment:

CURRENT EXPERIENCE (Within last 5 yrs.)

Complete the boxed-in area below only if an experience was completed within the last five years or for that portion of the experience that was within the last 5 yrs.

From: _____ (month & year)	To: _____ (month & year)	FULL TIME <input type="checkbox"/>
		PART TIME <input type="checkbox"/>

PREVIOUS EXPERIENCE (Greater than 5 yrs. ago)

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Please indicate the # of years & months <u>only</u> (Do not give specific dates)		FULL TIME <input type="checkbox"/>
_____	_____	PART TIME <input type="checkbox"/>
Years	Months	

PREVIOUS HISTORY (continued)

PREVIOUS EMPLOYER _____

Employer: _____

Address: _____

Business Phone: () _____

Fax: () _____

Email: _____

Supervisor's name & title: _____

Your title: _____

Number and types of positions you supervised: _____

Reason for leaving: _____

Principal responsibilities (be complete): _____

May we contact this employer regarding your work record? ☐ Yes ☐ No

Length of Employment:

CURRENT EXPERIENCE (Within last 5 yrs.)

Complete the boxed-in area below only if an experience was completed within the last five years or for that portion of the experience that was within the last 5 yrs.

From: _____ (month & year)	To: _____ (month & year)	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
-------------------------------	-----------------------------	--

PREVIOUS EXPERIENCE (Greater than 5 yrs. ago)

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Please indicate the # of years & months <u>only</u> (Do not give specific dates)		FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
_____ Years	_____ Months	

8

REFERENCES _____

List people who know you well, preferably from a work environment. Do not refer to an acquaintance or relative.

Name _____ Address _____

Home Phone _____

Work Phone _____ Email _____

FAX _____ Occupation _____

Name _____ Address _____

Home Phone _____

Work Phone _____ Email _____

FAX _____ Occupation _____

Name _____ Address _____

Home Phone _____

Work Phone _____ Email _____

FAX _____ Occupation _____

List City of Rochester employees with whom you are acquainted.

Name _____ Occupation _____

Name _____ Occupation _____

9

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam points. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSE APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS? ☐ YES ☐ NO

If you answered “yes,” your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERAN'S PREFERENCE POINTS APPLICATION

Veteran _____ If spouse, veteran's name: _____
☐ Self ☐ Spouse

Branch of Service: _____ Period of Active Duty
From: _____ To: _____

Rank at Discharge:	Type of Discharge:	Date of Final Discharge	Service No.:
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Are you receiving or eligible for a military pension? ☐ Yes ☐ No

Do you have a compensable service-related disability? ☐ Yes ☐ No

Preference Requested: ☐ Veteran ☐ Disabled Veteran
☐ Spouse of Disabled Veteran ☐ Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation: ☐ is attached ☐ will be submitted within seven (7) days of application deadline

SIGNATURE

DATE _____

CITY OF ROCHESTER - HUMAN RESOURCES DEPARTMENT
ROOM 295 - CITY HALL - 201 4TH ST SE
ROCHESTER, MN 55904
507/328-2555

FOR OFFICE USE ONLY

5 POINTS ☐

10 POINTS ☐

10

HAVE YOU . . .

- 1 Thoroughly read this entire application with special attention to the Tennesen Warning on the first page?
2. Signed this application in all required places: (a) the Tennesen Warning on the first page; (b) the Employee Certification; (c) and the Claim for Veteran's Preference? This application will not be accepted without all necessary signatures.
3. Provided sufficient information so that proper credit for education and experience is given?
4. Completed the claim for Veteran's Preference if applicable to you? Also, a copy of your DD Form 214 is to be attached to the Claim Form at the time of application to determine your eligibility for points.
5. Included copies of required licensing?

Please return completed application form to:

City of Rochester
Human Resources Department
201 4th Street SE, Room 295
Rochester, MN 55904

Telephone Number
(507) 328-2555
FAX Number
(507) 328-2565

Tri-Government Jobline
(507) 328-5627
Email Address
humanresources@rochestermn.gov

11

EMPLOYEE CERTIFICATION

Before signing this application, read the following waiver carefully.

1. I have read and understand the job announcement for the position for which I am applying and certify that the information provided in this application is true and complete to the best of my knowledge.
2. I authorize all current and previous employers to release job-related information upon the written request of the City of Rochester Human Resources Department. However, I understand that if, in the Employment History section, I have answered "No" to the question "May we contact this employer?", contact with the employer will not be made without my specific authorization.
3. I authorize the City of Rochester Human Resources Department to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
4. I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.
5. I understand that this application is not a contract of employment.

Printed Name _____

Signature _____

Date Signed _____

HUMAN RESOURCES DEPARTMENT USE ONLY

INTERVIEW DATE: _____

INTERVIEWED BY: _____

COMMENTS: _____



20% Post-Consumer Recycled Fiber Content



The City of Rochester needs your cooperation in the completion of this form. It will enable the city to report accurate information to both the State and Federal Governments.

Equal Employment Opportunity Applicant Information

Providing the following information is entirely VOLUNTARY. This information will be used for reporting purposes in compliance with EEO/AA laws and to determine the effectiveness of recruitment efforts and the validation of selection methods. You are not legally required to provide this information. If you do not, the information contained in our reports will be less complete. This information will remain separate from your application and will be held strictly confidential.

POSITION Applying for:

Check the appropriate category:

GENDER:

_____ Male
_____ Female

RACIAL/ETHNIC GROUP:

_____ American Indian/Alaskan
_____ Asian/Pacific Islander
_____ Black/African-American
_____ Hispanic
_____ White
_____ Other

HOW DID YOU LEARN ABOUT THE POSITION?

_____ Rochester Post-Bulletin
_____ Minneapolis Star Tribune
_____ MN Workforce Center
_____ Job Fair
_____ League of MN Cities/Cities Bulletin
_____ Tri-Government Jobline
_____ Nation's Cities Weekly
_____ Public Sector Job Bulletin
_____ Posted Announcement
_____ City Employee
_____ Walk-In
_____ Internet (website): _____
_____ Other (specify): _____